



People Grow Things Here!

2004 - 2005

Nevada

Pesticide Applicators

Continuing Education

Course Approval Guide



Nevada Department of Agriculture

Nevada

Pesticide Applicators Continuing Education Course Approval Guide

Nevada pesticide regulations allow Commercial Pesticide Applicators (Principals, Operators and Agents) to renew their Nevada Pest Control License by accumulating Continuing Education Units or CEU's for attending training courses accredited (approved) by the Nevada Department of Agriculture (NDOA). Seminars, classes, meetings, and other training activities must be accredited by NDOA prior to their commencement. The following will serve as a guide for training activities.

ADVANCE NOTICE

Applications for Continuing Education Activities should be submitted at least 30 days prior to the commencement of the course to allow sufficient time for review, approval, and return of accreditation documents to the sponsor, by regulation 1 day notice is required. However, course applications received less than 30 days before the course date may be accredited if there is sufficient time for processing. If there is sufficient time to process late applications, the course application will be processed and approval given prior to the first day of the course. If there is insufficient time to process a late submission or an application is received after the first day of the course, the application and/or that course will not be approved for Nevada CEU's.

SUBMITTING FOR APPROVAL

To apply for CEU's under Nevada Continuing Education Activities, sponsors are asked to submit applications to:

Nevada Department of Agriculture
Continuing Education Section
2300 McLeod St
Las Vegas, Nevada 89104-4314

Telephone : 702-486-4690
Fax: 702-486-4695
E-mail: scottc@govmail.state.nv.us

Each request for a Continuing Education Activity must contain the following:

1. **A Completed "Application for Continuing Education Activity" Form** (white and canary pages). The pink copy of the "Application for Continuing Education Activity" Parts A and B should be retained by the sponsor. Note: A vita/biographical sketch may be submitted in place of Part B, as long as, it adequately describes the qualifications of the speaker or instructor. If the vita does not meet these requirements a Part B of the Application must be submitted for each speaker or instructor. Call NDOA at the above number for a blank application form or visit the following web site to download a blank application:

http://agri.nevada.gov/PCO_CEindex.htm

2. **A Copy of the Course Outline** (or a detailed agenda). This is used to evaluate the course and assign the correct number of CEU's for the course (or parts within a course). If the course or activity involves a tour, please provide an itinerary which includes travel stops and times.
3. **Copies of All Materials Being Handed out During the Course, including Promotional Materials.**
4. **A Copy of the Examination Being Used for Evaluation** (if administered by sponsor).
5. **Copy of the Certificate of Completion, or Equivalent, Being Provided to the Students at the Completion of the Course.**

ATTENDANCE SHEET

Attendance sheet(s) must contain the following information:

- name of the attendee,
- ID Number assigned to the attendee by the NDOA,
- name of the pest control company for which the attendee works,
- signature of the attendee,
- date of the event,
- title of the approved activity,
- the course number assigned by the approving agency,
- the number of CEU's assigned by the agency,
- and a signature of the instructor or sponsor submitting the attendance sheet.

A blank Attendance Sheet can be download from the following web page:

http://agri.nevada.gov/PCO_CEindex.htm

CERTIFICATE OF TRAINING

The certificate (or equivalent) must contain the following information:

- name of the attendee (recipient),
- date of the event,
- title of the approved CEU activity,
- the course number assigned by the approving agency,
- the number of CEU's assigned by the agency,
- and a signature and title of the instructor or sponsor.

APPROVAL PROCESS

Once the required information for a Continuing Education Activity has been received from the sponsor, the application will be evaluated, assigned CEU's, and a letter of accreditation (canary copy of Part A) and a generic attendance sheet will be sent to the sponsor. If the sponsor(s) wishes to use an alternate method of documenting attendance, this should be explained as an attachment to their Application for Continuing Education Activity. In most cases the NDOA will accept the alternate method, provided a representative of the sponsor will certify attendance. Part B of Form NDOA CE-001 will not be returned with the letter of accreditation. Sponsors should contact the NDOA for additional information.

CRITERIA USED FOR EVALUATING COURSE OFFERINGS

Applications for Continuing Education Activities submitted for CEU's will be evaluated on the basis of subject matter presented and time devoted to the topic. In general, discussions relating to almost any aspect of pest control may be considered for approval of CEU's. Examples of Continuing Education courses that may be accredited are:

- ▶ Seminars,
- ▶ meetings (association meetings - 1 CEU for every hour of instruction up to a maximum of 3 CEU per year),
- ▶ adult education classes.
- ▶ correspondence classes,
- ▶ Internet (online) courses,
- ▶ college or university classes,
- ▶ video or other media presentations, and
- ▶ other technical (equivalent) activities.

Examples of acceptable Continuing Education topics include the following:

- ▶ Pesticide labels and labeling
- ▶ Pesticide safety / Pesticide first aid
- ▶ Effects of pesticides on the environment
- ▶ Environmental factors affecting pesticide use and performance
- ▶ Characteristics of pests, biology, symptoms of pest infestation, and damage
- ▶ Pesticide products
- ▶ Application equipment, and techniques
- ▶ Pesticide laws and regulations

Examples of topics which will not be considered for CEU's include the following:

- ▶ Plant nutrition and fertilizers
- ▶ Business management (except as provided by NAC 555.290(8))
- ▶ Insurance
- ▶ Marketing techniques
- ▶ Public relations
- ▶ Sales pitches or sales presentations containing no significant technical information on pesticide products, pests, application equipment or techniques.

ASSIGNING OF CEU's AND CEU REQUIREMENTS

CEU's will be assigned on a basis of (50) minutes of actual course time per CEU. Courses (or parts of courses) containing less than 50 minutes of acceptable material cannot be given Nevada CEU's, and therefore, are not approved. Note the minimum number of CEU's for any one course (or part within a course) is 1.0 CEU. CEU's will be granted in 0.5 increments after the first hour. Note: Courses are evaluated on the basis of the information presented; if the information provided along with the application does not describe a presentation adequately, CEU's may not be granted, even if the topic is acceptable for CEU's.

For the re-licensing year 2003 and forward (January 1 thru December 31 of each year), each licensed applicator in the State of Nevada will be required to successfully obtain at least six (6) CEU's for the renewal of their commercial Nevada Pest Control License. The required breakdown of the CEU's are as follows:

- ▶ At least one (1) CEU must be in Laws and Regulations governing the use of pesticides - "Laws"; and
- ▶ At least one (1) CEU must be in safety in handling and dispensing pesticides - "Safety"; and
- ▶ Four (4) additional CEU's must be obtained in the field of pest control (Laws, Safety or general).

Training Category Descriptions

(a) Laws and regulations: Examples: Nevada laws and regulations, and federal laws and regulations impacting the pest control industry and the use of pesticides; Pesticide labeling including pesticide use and use restrictions, label interpretation, storage, transportation, disposal requirements; Endangered species and groundwater restrictions (state and federal); Licensing and certification requirements for licensed pesticide applicators and certified applicators; Pesticide registration (state and federal). Other "hot" topics may be considered for laws and regulations: Examples: FQPA, local out-breaks of pests resulting in public health concerns (Plague, Hantavirus, Anthrax and mosquito born diseases), health watches and warnings, local restrictions (state, county, city, or township) relating to pest control.

(b) Safety in handling and dispensing pesticides: Examples: Characteristics, advantages, disadvantages, selection, use, and cleanup of pesticides and equipment; Application techniques; Drift reduction and calibration of equipment; Techniques in reducing environmental damage (soil, water, animals, etc.), IPM; MSDS reviews and employee right to know; Worker safety, PPE, spill response, emergencies and first aid.

(c) General: Other topics which deal with pest management and pesticides, these might include pest identification, life cycles of pests, biology, life histories of pests, control methods, proper use and care of equipment, and clean-up; Other examples might include specific type of applications utilizing injection pumps, ULV sprayers, dusters, granular spreaders, large volume sprayers, and low pressure hand held/backpack sprayers; Methodology of servicing special or sensitive buildings or locations (schools, daycare centers, market places, casinos, restaurants, office buildings, and multi-family dwellings).

Exceptions:

- Nevada Pest Control Operator's possessing a current/valid Pest Control Advisor (PCA), Certified Crop Advisor (CCA), or equivalent certificate from another state, are exempt from acquiring the required CEU's related to pest control, **as long as** the Nevada requirements for **safety** and **laws** are addressed in their PCA/CCA training.
- An applicator who obtained his license for the **first time** less than 12 months immediately preceding the expiration of his/her license.
- A licensee who upgrades from an operator status (license) to a principal operator status (license) during the 12 months immediately preceding the expiration of his license by passing the general examination and at least one specific category examination. Note: Just passing a principal category examination and upgrading that category from an operator to a principal does not exempt the licensee from the CEU requirements.
- Test out provision.

RECIPROCITY BETWEEN STATES

There is no reciprocity between Nevada and other states with respect to Nevada's approval of Continuing Education Activities. Courses accredited or approved by other states are not automatically assigned CEU's for Nevada pest control licensees, nor are courses accredited or approved in Nevada automatically accredited for pest control licensees of other states. The licensing agency in each state (usually the State Department of Agriculture) must be contacted for course approval for licensees in that particular state.

Contact the following agencies for course approval or accreditation in Arizona, California, Idaho, Oregon, and Utah:

State of Arizona
Structural Pest Control Commission
9535 East Doubletree Ranch Road
Scottsdale, Arizona 85258-5514
602-255-3664

Arizona Department of Agriculture
Pesticide Certification and Training Section
1688 W. Adams
Phoenix, AZ 85007
602-542-4373

State of California
Structural Pest Control Board
1422 Howe Ave
Sacramento, California 95825-3280
916-263-2540

California Department Pesticide Regulation
License and Certification Program
830 K Street
Sacramento, California 95814
916-445-4038

Idaho Department of Agriculture
Pesticide Operator Recertification
PO Box 7723
Boise, Idaho 83707
208-332-8600

Oregon Department of Agriculture
Pesticide Certification & Licensing Section
635 Capitol Street NE
Salem, Oregon 97310-0110
503-986-4635

Utah Department of Agriculture
PO Box 146500
Salt Lake City, Utah 84114-6500
801-538-7188

Special Note: Course providers and Nevada pesticide applicators in, or operating near, bordering states.

Currently, Nevada will allow Nevada Pest Control Operators to obtain CEU's in bordering states and receive equivalent CEU credit toward renewal of their Nevada Pest Control License, as long as the following Nevada CEU conditions are met by the course provider.

- The course must be approved for CEU's by the host state (i.e. Idaho, Utah, Arizona, etc. must approve the course for CEU's if the course is being held in the respective bordering state).
- The course provider or attendee must submit to the Nevada Department of Agriculture, Continuing Education Section, the following upon completion of the course:
 - an agenda or outline of the course which includes the date of the course, topics discussed, times, and speakers.
 - a copy of the host states approval letter (or form) and the number of CEU approved for the course by the approving state, or equivalent indicating accreditation by the host state.
 - a list of Nevada Pest Control Operators who attended the course (attendance sheet) and request Nevada CEU's.
 - and the results of any examinations (if given or required by the host state).
- The course provider **must** provide any Nevada Pest Control Operator who attended and successfully completed the course, a certificate of completion (or equivalent), which can be presented to the Nevada Department of Agriculture for credit toward renewal of their Nevada Pest Control License.

COURSE CHANGES & MONITORING

The sponsor of an approved course **MUST** provide at least one days notice of any NDOA CE activity that is being offered prior the expiration date of the course or activity. The notification must include the date, time and location of the course or program. The sponsor of an approved course **MUST** advise the NDOA if an approved course is changed (i.e. speaker does not show, topic(s) change, date(s) change, or location changes, etc.). Courses are subject to monitoring and evaluating by NDOA or other agency representatives free of charge. Sponsors who do not adhere to these requirements or whose activities or courses deviate substantially from the submitted agenda may be withdrawn pursuant to NAC 555.377. All courses are approved for one (1) year, from the approval date stamped on the form NDOA CE-001, unless otherwise indicated.

AT THE CONCLUSION OF THE COURSE OR ACTIVITY

After the conclusion of a course or activity the sponsors must, within 30 days, return the completed attendance sheets, and if an examination is given, supply the results of the examination given during or at the completion of the course to the NDOA for CEU posting. **This is particularly important for courses occurring from October through December, since licensees will be renewing their commercial pest control licenses at the end of the calendar year.**